

FETC Certificate: SABPP HRM Level 4

SAQA Qualification 49691 (67463):
Further Education and Training Certificate:
Human Resource Management and Practices
Support
NQF Level 04, 162 Credits (minimum requirement 140 Credits)

Accreditation

ENJO Consultants is accredited with the
SABPP to offer this programme.
Accreditation Number: 58116L125EC

Overview

This qualification is for those who work in human resource management and will equip them with the necessary knowledge and skill to support human resources management processes and practices. This qualification also serves as a starting point in gaining a formal qualification in this field. This formal qualification will go a long way in adding to the recognition of the competence of the HR Practitioner and will be a foundation to proceed to the next level in their education.

What does a Human Resource Support Practitioner do?

A person with a certificate for the qualification of Human Resource Support Practitioner can:

- Collect, collate, and distribute information related to people management in line with a given plan.
- Provide advice on or refer to appropriate person in response to queries on organisation procedures related to people management.
- Demonstrate basic understanding of people dynamics and impact in the workplace.
- Demonstrate basic understanding of the functioning of business and the role and contribution of individuals within organisations.
- Support the implementation of processes related to HR Management and practices in: the following:
 - Representation of stakeholders in consultations and discussions on matters that arise at shop floor level.
 - Participation in the implementation and utilisation of equity related processes.
 - Recruitment and selection of candidates to fill positions.
 - Inducting a new employee.
 - Strategic planning for HR management and practices, people and work.

Who should complete this training?

- Those wishing to obtain a SAQA registered qualification as a HR Practitioner
- Those who wish to enter the field of Human Resource Administration and Management
- Skills Development Facilitators seeking further growth in their career paths
- Those who wish to assist recruiting and inducting new employees
- Those who wish to represent colleagues in consultations and discussions that arise at shop floor level.

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What are the Benefits?

For the Individual	For the Company
<ul style="list-style-type: none"> • A SAQA registered qualification • A qualification that is credible, relevant and transferable • Gaining knowledge and skills in the following areas: <ul style="list-style-type: none"> – Fundamental communication – Fundamental numeracy – The Business environment – The HR environment – Skills Development, Education and Training • Improves employability • Allows entrance into an NQF level 5 qualification • Change in career focus 	<ul style="list-style-type: none"> • Employers who are registered to claim skills levies will be able to claim skills levies when sending their staff on this training programme. • Improved BEE scorecard • Compliance with the Skills Development legislation • Employees who can assist in HR and training and development functions • Identify and address skills gaps • An informed HR Department

How does one obtain the FET Certificate: Human Resource Management Practice and Support?

You need to:

- Enrol for the FET Certificate: HR Management Practice and Support training.
- Attend the different modules or complete the modules via distance learning making up the full qualification.
- Compile and submit portfolios of evidence for assessment.
- Qualify in the FET Certificate: Human Resource Management Practices and Support.

What are the entry requirements?

- Proficiency in English, on an NQF level 3.
- Mathematical literacy NQF level 3.
- Computer literacy NQF level 3.

What does the FET Certificate: Human Resource Management Practice and Support entail?

The unit standards for FET Certificate: HR Management and Practices Support have been grouped together into ten (10) modules that focus on the different areas within the qualification.

The modules are presented either as distance learning or classroom based sessions. Learners can commence on the programme at any stage, thus giving the learner the flexibility to commence when it suits them best. The unit standards have been grouped together in modules as indicated in the table that follows:

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Type	ID	Title	NQF Level	Credits
Module 1: Communication (40 Credits)				
Fundamental	8968	Accommodate audience and context needs in oral communication	3	5
Fundamental	8969	Interpret and use information from texts	3	5
Fundamental	8973	Use language and communication in occupational learning programmes	3	5
Fundamental	8970	Write texts for a range of communicative contexts	3	5
Fundamental	8974	Engage in sustained oral communication and evaluate spoken texts	4	5
Fundamental	8975	Read analyse and respond to a variety of texts	4	5
Fundamental	8979	Use language and communication in occupational learning programmes	4	5
Fundamental	8976	Write for a wide range of contexts	4	5
Module 2: Communication 2nd Language (Afrikaans) (20 Credits)				
Fundamental	8968	Accommodate audience and context needs in oral communication	3	5
Fundamental	8969	Interpret and use information from texts	3	5
Fundamental	8973	Use language and communication in occupational learning programmes	3	5
Fundamental	8970	Write texts for a range of communicative contexts	3	5
Module 3: Mathematics & Statistics (16 Credits)				
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6
Fundamental	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	4
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
Module 4: Basic Business Concepts (13 Credits)				
Core	9973	Apply basic business concepts	3	8
Core	12153	Use the writing process to compose texts required in the business environment	4	5
Module 5: HIV/AIDS in the Workplace (4 Credits)				
Core	114941	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	3	4
Module 6: Employment Relations (14 Credits)				
Core	10170	Demonstrate understanding of employment relations in an organisation	3	3
Core	12135	Represent stakeholders in consultations and discussions on matters that arise at shop floor level	3	3
Core	117495	Assess legal contracts for business	4	8
Module 7: Training & Development (17 Credits)				
Core	14551	Analyse the skills development legislation and apply it in the workplace	4	4
Elective	117865	Assist and support learners to manage their learning experiences	4	5
Elective	12544	Facilitate the preparation and presentation of evidence for assessment	4	4
Core	117877	Perform one-to-one training on the job	3	4
Module 8: Employment Equity (5 Credits)				
Core	10983	Participate in the implementation and utilisation of equity related processes	4	5
Module 9: Recruitment & Selection (16 Credits)				
Core	10978	Recruit and select candidates to fill defined positions	4	10
Core	10980	Induct a new employee	4	6
Module 10: HR Administration & Training (17 Credits)				
Elective	15227	Conduct skills development administration in an organisation	4	4
Elective	117870	Conduct targeted training and development using given methodologies	4	10
Elective	10171	Manage the capture, storage and retrieval of human resources information using an information system	5	3
Total Number of Credits for this Qualification				162

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How is this qualification completed and what is the duration?

This qualification can be completed either through class attendance, distance learning or RPL. Support is available to learners via Skype, email, phone or setting up an appointment to meet with one of our facilitators for guidance. Training can be provided to individuals or to corporates. This qualification is to be completed over one year to eighteen months. The pace that the learner works at also impacts the duration and may be completed sooner.

How will assessment take place?

- Portfolios will be completed for each module and submitted for assessment.
- The portfolio of evidence will then be assessed by a registered assessor.
- In the case of a Competent learner, credits will be awarded.
- A Not Yet Competent learner will have the opportunity to be re-assessed.

When can I enrol/book for training?

- Those wishing to attend training at ENJO Consultants can enrol for the various training programmes according to the training schedule as suited any may start at any time of the year.
- Training dates can be mutually agreed upon for groups/corporates at the client site or at ENJO Consultants
- RPL/Distance learners can enrol at any time.

How do I know that ENJO Consultants' Further Education and Training Certificate: Human Resource Management and Practices Support is recognised?

- ENJO Consultants are accredited with the South African Board for People Practices (SABPP) to offer this qualification: Accreditation Number: 58116L125EC.
- On successful completion of the programme, ENJO Consultants will upload your results onto the SABPP database and you will receive a certificate.
- The SABPP will capture your results on the National Learner Record Database (NLRD) and issue a Statement of Results (SoR) that will reflect the credits you have earned.
- ENJO Consultants has established itself as a reputable targeted training solutions provider amongst various corporates and ETQAs.

Where does the training take place?

- ENJO Consultants: Company and Individual Bookings – training takes place according to scheduled dates.
- ENJO Consultants: Group Bookings – training can be scheduled for groups at ENJO Consultants on dates mutually agreed upon with the client.
- Other/Client Site: Training can be presented at various training venues or at the client site depending on numbers and suitability of the venue.

Bookings and Enquiries

Please contact us for further information, quotes or to make a booking.

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